

MEMORANDUM FOR: Director of Central Intelligence

FROM: Clifford D. May, Jr.
Acting Deputy Director for Administration

SUBJECT: Energy Conservation

REFERENCE: Memo for DCI fm DCI/MAG, dtd 12 Oct 79,
same subj. (ER 79-8556; DDA 79-3340)

1. Reference your note of 22 October, and the DCI/MAG memorandum, please be advised that I have reviewed the suggestions for energy conservation made by the MAG. The recommendations in paragraph 3a, b, and c are already in being. Recommendations d, h, and i are under active consideration, and in some cases, work has progressed towards their implementation. The remaining suggestions will be addressed in the near future.

2. The Director of Logistics (D/L) is the senior official charged with coordinating the conservation of our energy resources. At the time a representative of his staff met with the DCI/MAG, I had thought to utilize the services of the various Agency MAG's to facilitate energy conservation programs within the Agency. Shortly thereafter, national attention and executive interest focused on this vital issue, and it became apparent that a more definitive and active program would be required within the Agency.

3. As a result, the D/L recommended, and I approved, the formation of an Agency Energy Committee whose sole function would be to establish energy conservation objectives and monitor the effectiveness of the actions taken in achieving these goals. The committee is comprised of senior officers from all of the Agency directorates, plus representatives from the Offices of Personnel, Communications, and Data Processing. These three offices are included on

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the committee because of the specific impact that conservation measures may have on personnel and on energy-intensive operations. The recommendations made by the MAG which have not been acted upon will be addressed by the committee at the earliest opportunity.

4. To further promote our energy goals, we have established an Agency energy conservation objective which will be tracked at the directorate level. The objective will create energy committees within the various Agency components which would work with the Agency Energy Committee in enhancing our conservation efforts. In addition, these committees would be asked to look at specific areas in their operations and work environments and to develop estimates of capital expenditures which would be required to make needed improvements. I will keep you advised.

5. The Agency's approach to the energy problem has been to undertake those actions which are in compliance with executive directives and existing statutes which would maximize our contribution to the national effort in conserving energy. During this past year, numerous steps have been taken to achieve these results. Some of these actions are as follows:

a. Two employee bulletins were published which dealt with Federal mandatory conservation requirements. Heating, air conditioning, and lighting are monitored by GSA in accordance with Federal standards. These bulletins further call on all employees to support our conservation goals by participating in carpools, and generally practicing good conservation measures. A third bulletin is about to be published which will address the unauthorized use of fans and heaters in Agency buildings.

b. A separate employee bulletin was published on the formation of vanpools. A survey form was attached for employees who might be interested in forming pools. The results are now being compiled.

c. Various pamphlets and energy-saving ideas were made available to the Credit Union for distribution to our employees.

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d. In May of this year, we met with the General Services Administration, the Council of Governments, and other Government agencies to consider the possibility of participating in an area-wide computerized carpool-matching service. A decision was made not to participate because of the obvious cover and security problems that could ensue.

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e. Action is being taken to make GSA vehicles, rather than POV's, available for official use by our personnel [REDACTED]. Such a plan will tend to minimize any adverse impact of a gasoline shortage such as that experienced this past spring by [REDACTED]. I believe such a plan would also be cost-effective to the Government. The D/L's office is also working in concert with other Government agencies which faced similar problems during the gasoline crisis, to develop a plan for ensuring that supplies are available to us during any future crisis.

f. A feasibility study was conducted in cooperation with GSA to place an intermediate-sized boiler into the Headquarters power plant. The boiler would be part of our array with the three boilers currently in place, which would enable us to tailor power generated to power actually needed. The project is expected to cost approximately \$225,000, \$165,000 of which has already been provided by the Agency.

6. During the coming fiscal year, the Energy Committee will be asked to look more closely at the kinds of suggestions included in paragraph 4 of the MAG memorandum. It is recognized that such programs could be very expensive, but I agree they have to be considered in the interest of becoming more energy-efficient. I appreciate the MAG's interest, and I would encourage them as well as any of the other MAG's or components within the Agency to make their thoughts and ideas known to their directorate representatives.

Clifford D. May, Jr.

SUBJECT: Energy Conservation

Distribution:

0 - DCI
1 - DDCI
1 - ER
2 - DDA
1 - OL/P&PS (official)

Originating Office:

/s/ James H. McDonald

Director of Logistics

9 NOV 1979

Date

Distribution Withheld:

~~1~~ - OL/P&PS (chrono)
1 - OL files
1 - D/L Chrono

STATINTL OL/P&PS/ (8 Nov 79)
Revised/ (9 Nov 79)

I. Old Business:

1. Review Responses - Handout - Restricted Use of POV's.
2. Notice on Use of Heaters and Fans.
3. Review response to Uninterrupted Power System.
4. Status of Small Boiler.
5. Costing Out Energy Saving Ideas:
 - a. drapes
 - b. mylar coating
 - c. closing DCI's garage
6. Van Pools
7. Flextime

II. New Business:

1. DCI/MAG memo to DCI and Response.
2. Action Items for the Committee:
 - a. Agency notice on Energy Committee
 - b. Installation of thermal glass in building windows to reduce heat loss.
 - c. Retrofitting or replacing existing heating systems with more energy efficient systems.
 - d. Installation of solar collectors to augment or replace existing hot water or space heating systems.
 - e. Use of heat generated by computers.
 - f. Eliminate hot water systems where not needed.
 - h. Suggestion Box - appropriate incentives.

III. Review of Employees Suggestions:

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1. Power Chopper
2. Energy Conserving Automatic Light Output (79-347)
3. Conservation of Energy (80-70)

Attachments:

- A. Summary of POV Reimbursement Survey
- B. DCI/MAG Memo and Response
- C. UPS Response
- D. Suggestions:
 - 80-70
 - 79-347
 - NASA Hits
- E. Employee Bulletins:
 - Restricted use of heaters and fans
 - Agency Energy Committee

SUMMARY

Handout - Restricted Use of Privately-Owned Vehicles

A. Question - At what level should approval be required?

Response - Approving levels seem to be appropriate depending how organization is structured. Approvals are given by Division Chiefs, Branch Chiefs and "supervisors" depending on the needs of the office or component.

B. Question - Should we reimburse for mileage over routes with shuttle service?

Response - All respondents favor reimbursement over established routes. Basis is lack of sufficient shuttle service and time-consuming.

C. Question - Should the use of U-Drive-It official vehicles be encouraged?

Response - Yes, if they could be made available in sufficient quantities. Some doubt as to whether or not U-Drives would, in fact, save energy.

D. Question - To what extent should we resort to regulating issuance to enforce approved policy?

Response - Reactions were mixed. Some favor a regulation which would establish standards and approval criteria. Others do not on the basis that supervisor discretion is limited.

Attachments:

Handout

Responses -

DDS&T - 6

DDO - 1

OP - 1

NFAC - 1

EFAC 5076-79

12 October 1979

MEMORANDUM FOR: Director of Central Intelligence

VIA : Deputy Director of Central Intelligence

FROM : DCI/MAG

SUBJECT : Energy Conservation

1. The agency has received considerable attention for its analysis and publications on energy and the impending energy crisis. At the same time, energy problems have been a major issue within the current administration, with considerable emphasis on energy conservation.

2. It is the view of the MAG that while there seems to be considerable talk about energy conservation, there appears to be little effort being taken within the agency to actually promote energy saving action. It is our view that since the agency's public position supports the thesis of an impending energy crunch, our work-related conservation efforts should become more active and visible.

3. The MAG recommends that the agency make a concerted effort toward positive conservation goals. We believe the following suggestions should be considered:

- a. Consider assigning a senior agency manager to coordinate all efforts. The individual must be given appropriate authority and responsibility and have sufficient time and enthusiasm to devote to the job.
- b. The DCI and other senior agency managers should provide leadership and support for the program, including the maintenance of a high profile in areas where you and your staff are conserving energy.

- c. Establish specific goals for energy conservation such as reducing fuel consumption for heating and cooling by a certain percentage and reducing the amount of fuel consumed by agency vehicles by a certain percentage.
- d. Encourage the use of van pooling and carpooling to reduce the number of cars driven to work. This can be accomplished by matching potential carpoolers through computer listings and providing each employee with a list of possibilities on a first name only basis. In addition, eliminate privileged parking spaces for senior agency personnel below the Office Director level so that additional desirable spaces become available to carpoolers. Provide carpoolers with a parking fee incentive and reduce the carpool cheating problem that now exists.
- e. Make public transportation schedules more available to employees, especially bus routes to suburban areas.
- f. Investigate the possibility of using the heat generated by computers in agency buildings as a substitute for space heating requirements currently served by other systems.
- g. Place energy conservation reminders by light switches to encourage reduction of unnecessary lighting in agency buildings.
- h. Eliminate hot water systems where not needed and lower the temperature in the remaining systems to levels that are consistent with health requirements.
- i. Evaluate existing heating systems to determine if smaller systems may be more appropriate such as using electric space heaters only during working hours.
- j. Provide a suggestion box solely for energy conservation ideas with appropriate monetary incentives for good suggestions.

- k. Ask managers to evaluate the necessity of extra hour work for employees who habitually work nights and weekends.

4. There are several areas in which energy conservation can be accomplished over a longer period of time but which require considerable expenditure at the time of installation. Nonetheless, these measures eventually reduce costs and energy consumption. We believe the following should be considered:

- a. Installation of thermal glass in building windows to reduce heat loss.
- b. Retrofitting or replacing existing heating systems with more energy efficient systems.
- c. Installation of solar collectors to augment or replace existing hot water or space heating systems.

5. We have been briefed by the Office of Logistics on their study of conservation measures within the agency and we commend their efforts. Nonetheless, we feel that their work has not received adequate support from top management. Furthermore, we believe that efforts to conserve energy have not been given sufficient publicity, especially if this is an area of true concern to agency management.

6. We recommend that you consider our suggestions for conserving energy and make a greater attempt to increase the agency's efforts in this area.

For the DCI/Management Advisory Group

[Redacted Signature]

Chairman, DCI/MAG

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DCI/DDCI
Routing Slip

TO:

		ACTION	INFO.			ACTION	INFO.
1	DCI			11	LC		
2	DDCI		X	12	IG		
3	S/MC			13	Compt		
4	DDS&T			14	Asst/DCI		
5	DDI			15	AO/DCI		
6	DDA	X		16	Ex/Sec		X
7	DDO			17			
8	D/DCI/IC			18			
9	D/DCI/NIO			19			
10	GC			20			

SUSPENSE

Date

22 OCT 1979

Remarks:

To 6: There seem to be several
constructive suggestions here. Please
evaluate and let me have your views.



STANSFIELD TURNER

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Approved For Release 2003/08/13 : CIA-RDP85-00988R000500090001-8

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Approved For Release 2003/08/13 : CIA-RDP85-00988R000500090001-8